

## **City of Victorville Position Description**

### **DIRECTOR OF PUBLIC WORKS**

#### **DEFINITION**

Under the general direction of the City Manager, plans, organizes, and directs the City's Public Works activities, including street maintenance, sanitary/drainage maintenance, animal care and control, weed abatement, fleet operations, and traffic control and maintenance; provides highly responsible and technical staff assistance to the City Manager; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

Persons allocated to the Executive Management class report to the City Manager, who serves as the Executive Director of the agencies of the City, and are responsible for the supervision of all divisions within their department requiring technical and administrative expertise. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing an efficient and effective departmental operation. The incumbent is responsible for the performance of the Department, limited only by established procedures, precedents, and administrative regulations. The incumbent is expected to participate in the formation of City policies and to provide leadership on the management team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, organizes, directs, coordinates, schedules, and controls the activities and work of the various divisions of the Department; monitors results to assess effectiveness and efficiency; prepares and administers the Public Works budgets; coordinates Public Works activities with other City departments and divisions and with outside agencies; establishes and maintains cooperative working relationships with the public; meets with a variety of individuals and groups to provide information, enlist support, and resolve issues; provides training for department staff; prepares performance evaluations of immediate subordinates and approves evaluations of other department employees; conducts special studies relative to departmental programs and submits recommendations on projects and programs to the City Manager; establishes and modifies policies, guidelines, and procedures for the Department; attends and participates in professional group meetings, seminars, and conferences; oversees and participates in the development and administration of the budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; supervises subordinate personnel, evaluates job performance, and effectively recommends personnel action; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates City vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as assigned.

#### **EMPLOYMENT STANDARDS**

**Training & Experience** – Bachelor's Degree in civil engineering, public administration, business administration, or a closely related field, and a minimum of five years of progressively responsible administrative and supervisory experience in Public Works maintenance and operations.

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**Knowledge & Abilities** – **Knowledge of:** Principles and practices of municipal Public Works, including planning and development, design, construction, operations and maintenance; working knowledge of streets, sewers, drainage, vehicle maintenance, and traffic control systems; applicable state laws, municipal codes, ordinances and regulations; interpersonal skills requiring the use of tact, confidentiality, patience, and courtesy; departmental policies, operations, and goals; advanced principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluations; and department safety and training requirements.

**Ability to:** Develop, implement, and administer all department operations and to meet schedules and time lines; train, supervise, and evaluate personnel; research data and prepare reports; communicate effectively, both orally and in writing, and to present ideas and concepts persuasively in speaking before groups or writing for publications; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and safely operate a vehicle.

**Licenses & Certificates** - Must possess a valid Class "C" California driver's license.

**WORKING CONDITIONS**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Incumbent may be required to visit job sites. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and may be required to attend night meetings after regular working hours, and be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

**APPROVED:**

  
**DIRECTOR OF HUMAN RESOURCES**

**DATE REVISED:** April 17, 2007

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
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